



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date April 11, 1978	1. Agency Address Dept. of Administrative Services Fiscal Services Division Treasury and Cash Management 116 Mitchell Street, S. W. Rm 445 Atlanta, Georgia 30303	Application Number 78-83	
Application Number		Date Received APR 12 1978	Date Completed MAY - 4 1978
2. Person to Contact Nancy Ragan		Working Title Accountant II	Telephone Number 656-2168
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest FY73 Latest Present		5. Records Series Title (followed by title used in office, if different) Superior Court Expenditure Voucher File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? FISCAL DIVISION - Administers Self-Insurance of State Property and Liability, Workmen's Compensation for State employees, Treasury and Cash Management of State Funds, and accounting and payroll systems design through Fiscal Services. TREASURY AND CASH MANAGEMENT SECTION - Receipts, disburses to agencies and invests State General Fund and Revenue Sharing monies. Federal Funds receipted and disbursed include Letter of Credit, Department of Transportation reimbursement, National Flood Control Fund and National Forest Reserve Fund. Receipt and disburse various Trust Funds. Provide accounting services and records for Superior Court appropriation, primarily payroll, attendant retirement systems and travel. Insure eligibility of municipalities for and disburse Grants to Municipalities and Counties.			
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.	
Documents relating to:		Paying all other expenses from the Superior Court Operating Account not included in the Monthly Report Files.	
Included are:		Supporting documents for individual financial transactions Travel & subsistence expense statements, URESA orders* (Ann.Code 99-9A), employer contributions for State Court retirement and any other operating expenses. *Uniform Reciprocal Enforcement of Support Act	
File is arranged:		numerically by check number; thereunder chronologically by fiscal year.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	<u>10</u> years.	e. Administrative need	<u>10</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

FILE MAY BE USED TO PROSECUTE FOR FRAUD

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 1 year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☒ Transfer to State Records Center; hold 9 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

Due to the audits of elected officials, the cancelled checks are retained ten years. Since these documents support the payment indicated by cancelled checks, they should also be retained ten years.

(cancelled checks come under schedule 195-A, amended 12/1/76, Fiscal Services Cancelled Check Files)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Dr. Mankay</i>		<i>Laura J. Holbrook</i>	<i>4/11/78</i>
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	<i>5-3-78</i>
		Secretary of State/Designee	<i>5-2-78</i>
		Attorney General/Designee	<i>5-3-78</i>